

DRAFT 4-23-17
Minutes of the April 17, 2017 Meeting of the Retention Committee

The Retention Committee met on April 17, 2017 at 5:28 at the Selectmen's Office. Present were Annette Tokunaga, Chairman, Carol Jameson, Secretary, Christin Daugherty, and William Daniels. Steve Boscarino and Lori Schmidt were absent.

The minutes of the August 22, 2016 meeting were approved. It was noted that the meeting called for November 21 had been rescheduled due to a lack of a quorum

Ms. Tokunaga distributed an addendum to the retention schedule for additional records not listed in RSA 33-a 3A, with the retention schedule for such records as had been previously determined by the Committee. The schedule is retained by the Town Clerk, Ms. Tokunaga, and may be obtained through her office.

Animal bite reports (also kept by Keene health department and Richmond PD) were mentioned, for which the Committee had determined a retention period of CY+3. Tokunaga will follow-up with new health officer as to whether these reports are public.

The DES records that had passed the applicable retention period were delivered to the Selectmen's office, as had been determined by the Committee to be the appropriate protocol for such records. Ms Jameson signed a receipt acknowledging receipt of the documents, a copy of which is appended to these minutes.

Ms. Jameson reported that she had no information on the records that may be located in the firehouse (as discussed at the last meeting). She will follow-up.

Ms. Tokunaga noted the health records given by the prior Health Officer, Mr. Beauregard, to the Town upon his resignation, such documents having been in his inactive file and there being no retention period noted for these particular documents in the applicable RSA, as discussed at the last meeting. The Committee had determined a retention period of CY +3 for most of these documents, then delivery to the Selectmen's office for review and retention or disposal, depending upon whether the Selectmen's office had a business or other purpose for retaining the records in the property file or elsewhere beyond the period for which the retention schedule applied. The Committee determined to apply the same parameters to DES inspection reports which were then left with the Selectmen's office for review and retention or disposal. This determination (as applied to DES inspection reports) had been deferred at the prior meeting of the Committee. The protocol was also determined applicable to other DES reports and correspondence, and Health Officer reports and inspections not otherwise categorized, once they were inactive.

The Committee reviewed documents that related to 1980's drafts of the MS-5. They were generally in pencil and appeared to be interim drafts, the final having been submitted then to the DRA. The Committee agreed that these should be disposed of.

The Committee discussed the monthly statements for Town trust funds, which are sent to and referenced by the Treasurer. The Town Administrator, Ms. Wood, prints out and retains a copy of statement for Capital Reserve and Expendable Trust Funds, for her purposes. The Trustees of the Trust Funds similarly keep a set of those statements that relate to funds for which they are responsible, for purpose of review and for their purposes. It was determined that the Treasurer shall give the monthly statements to the Town Clerk for retention once the Treasurer has no need to refer to them.

The next meeting of the Committee was scheduled for June 12, 2017 at 5:15 PM.

The meeting adjourned at 5:54 PM.

Respectfully submitted
Carol Jameson, Secretary